

Dear Members

Resources Scrutiny Committee

A meeting of the Resources Scrutiny Committee will be held on **Tuesday 16 December 2025** at **6.30pm** in the **Craddock Room, Civic Centre, Riverside, Stafford** to deal with the business as set out on the agenda.

Please note that this meeting will be recorded.

Members are reminded that contact officers are shown at the top of each report and members are welcome to raise questions etc in advance of the meeting with the appropriate officer.



Head of Law and Governance

RESOURCES SCRUTINY COMMITTEE

16 DECEMBER 2025

Chair - Councillor M J Winnington

AGENDA

- 1 Minutes of 23 September 2025 as previously published on the Council's website.
- 2 Apologies
- 3 Public Question Time - Nil
- 4 Councillor Session - Nil
- 5 Called in Items - Nil

Page Nos

- 6 Members' Items -
 - ITEM NO 6(a) Councillor M J Winnington - Update from the Task and Finish (Revenues and Benefits Collection) Working Group -
- 7 Officers' Reports
 - ITEM NO 7(a) **Q2 Performance Update** 3 - 11
HEAD OF TRANSFORMATION AND ASSURANCE
 - ITEM NO 7(b) **Review of the Constitution** 12 - 14
HEAD OF LAW AND GOVERNANCE
 - ITEM NO 7(c) **Work Programme** 15 - 19
HEAD OF LAW AND GOVERNANCE

Membership





Chair - Councillor M J Winnington

K M Aspin	A M Loughran
E L Carter	A Nixon
M G Dodson	J S Powell
R A James	J P Read
P A Leason	M J Winnington

Priority Delivery Plan for 2025-26

Priority 3 - Extract re Climate Change for Resources Scrutiny

Summary of Progress as at end of Quarter 2



				N/A	Total Number of Projects
Action completed	Work on target	Work < 3 months behind schedule	Work > 3 months behind schedule	Action not yet due	
1	1			1	3

Summary of Successes as at Quarter 2

Progress is being made with the School Engagement Project. 5 schools have signed up and booked workshops for October.

Summary of Slippage as at Quarter 2





None

Project	Actions and Milestones	Q1	Q2	Q3	Q4	Progress Update	Symbol
Delivery of Climate Change Action Plan	Training to be carried out for Senior Officers and Elected Members	X				Keele University delivered three training workshops in the first quarter to senior service managers and elected members	
	Delivery of the Climate Change School Engagement Project	X	X	X	X	All schools contacted. 5 have signed up and booked workshops for October. Further contact will be made with schools to try and gain further engagement.	
	Decarbonisation Plans for SBC owned Sites will be commissioned that will provide options for the decarbonisation of our buildings.				X		

Priority Delivery Plan for 2025-26

Priority 4 - Effective Council

Summary of Progress as at end of Quarter 2

				N/A	Total Number of Projects
Action completed	Work on target	Work < 3 months behind schedule	Work > 3 months behind schedule	Action not yet due	
1	4	1		1	7





Summary of Successes as at Quarter 2

Considerable work has taken place during Q2 to develop the preferred option for Local Government Reorganisation. The work has been done collaboratively by the 6 district and borough councils in Southern and Mid Staffordshire, with the support of consultants. The final submission to Government has been drafted and will be considered by Council and Cabinet in October/November.

Summary of Slippage as at Quarter 2

A work programme for the development of more online services has been rescheduled to Q3. Initial discussions to scope the work needed have taken place, and some data gathered. Meetings with managers are now expected to commence in Q3.

Priority 4 - Effective Council

Project	Actions and Milestones	Q1	Q2	Q3	Q4	Progress Update	Symbol
Provide more services online and improve accessibility	Work with services to produce a work programme		X			Initial discussions to scope the work needed and some data gathering has taken place. Meetings with managers are planned to commence in Q3	
	Delivery of the work programme (key actions will be added once the plan has been developed and approved)			X	X		
Delivery of the Value for Money Improvement Plan (now referred to as the Governance Improvement Plan)	Complete delivery of the actions set out in the VFM improvement plan (this is reported on separately to Cabinet and the Audit and Accounts Committee)	X	X	X	X	Working is ongoing to deliver the actions set out in the improvement plan - this is the subject of a separate report	
Code of Governance	Review and update the Code of Governance	X				Work is in progress but the review will now be completed in Q3.	
Consultation	Undertake consultation/engagement with the public and stakeholders on key projects that affect our communities eg the production of the local plan. These will be determined each year as part of the development of the annual priority delivery plans.	X				Work is ongoing with regard to undertaking consultation for specific projects but the development of the programme for the year has been delayed due to the work on LGR consultation taking priority	





Project	Actions and Milestones	Q1	Q2	Q3	Q4	Progress Update	Symbol
Local Government Reorganisation	Develop an action plan to respond to the Government's Proposals for Local Government Reorganisation.	X				The final proposal for submission to government has been drafted and will be considered by Council and Cabinet in October/November.	★
	Delivery of the action plan (key actions will be added once the plan has been developed and approved)		X	X	X	A report has been prepared for Cabinet in November setting out a number of key areas for preparation for LGR. This will be developed into an action plan in due course.	✓

Summary of Key Performance Indicators (KPIs) - Quarter 2 2025/26





KPIs for Priority 3 - Extract re Climate Change




Indicator	Year End 24/25	Target 25/26	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End 25/26	Rating Symbol	Comments
Climate Change									
Climate Action Plan progress is monitored via the Climate Action Board and reported quarterly to Cabinet.	New measure							N/A	Data has been collected to enable review of the Action Plan but delays in recruiting to Climate Change roles has affected officer capacity in this part of the service.

KPIs for Priority 4 - Effective Council

Symbol	Description	Qtr 1	Qtr 2	Qtr 3	Qtr 4	End of Year
	Performance exceeds target	3	4			
	Performance on target	2				
	Performance < 5% below target	2	3			
	Performance > 5% below target					
N/A	Reported Annually / Not Applicable	4	4			
	TOTAL	11	11			

Priority 4: Effective Council

Indicator	Year End 24/25	Target 25/26	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End 25/26	Rating Symbol	Comments
Good Customer Experience									
Days taken to process new Housing Benefit and Council Tax Claims	19.3	20 days	20	23					Performance improved each month and in September was on target (19.1)
Days taken to process new Housing Benefit and Council Tax change of circumstances	4.9	9 days	2.1	2.4					
% of calls answered	96.7%	95%	97.1%	97.5%					
Number of calls answered			15,036	14,644				N/A	This is not a measure but gives context to the performance in call handling
Average call wait time	59 seconds	90 seconds	44 seconds	35 seconds					
Number of services (forms) available online	New	N/A	55	85				N/A	This year will be used to establish a baseline
Number of online transactions	New	N/A	10,218	13,030				N/A	This year will be used to establish a baseline

Indicator	Year End 24/25	Target 25/26	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End 25/26	Rating Symbol	Comments
Funding Council Services									
% of Council Tax collected annually	97.8%	98% at end of year	28.6%	55.7%					Target was 55.8% so performance was only fractionally below this
% National non-domestic rates (NNDR) collected	98.6%	98% at end of year	28.9%	57.1%					As expected, performance is below last year (59.1%). Retail, Leisure and hospitality premises have had significantly increased bills due to government relief being reduced. The collectable debit has also increased by another 900K (1.5%) due to new and increased rating assessments since April 2025.
Good Governance									
Freedom Of Information requests within time i.e. 20 working days	79.4%	85%	83%	90.2%					
Number of public consultations/engagement exercises undertaken		New						N/A	Annual measure

Agenda Item 7(b)

Review of the Constitution

Committee: Resources Scrutiny
Date of Meeting: 16 December 2025
Report of: Head of Law and Governance

1 Purpose of Report

- 1.1 To agree the mechanism with which to undertake the annual review of the Constitution.

2 Recommendation / Proposal of Cabinet Member

- 2.1 That Committee establish a Task and Finish Review Working Group in order to undertake a review of the Council's current Constitution.

3 Key Issues and Reasons for Recommendation

Summary of Key Issues

- 3.1 The review of the Council's Constitution falls under the remit of the Resources Scrutiny Committee, and the Monitoring Officer is required to review the Constitution on an annual basis.

Reasons for Recommendations

- 3.2 Changes to the Constitution need to be approved by the Council after consideration of a recommendation by Resources Scrutiny Committee.
- 3.3 The Committee are requested to establish a Task and Finish Review Working Group in order to undertake a review of the Council's current Constitution.
- 3.4 In the interim, Members and Officers will be requested to inform the Monitoring Officer of any issues in the Constitution that they feel should be reviewed.

4 Relationship to Corporate Priorities/Corporate Business Objectives

- 4.1 The Constitution supports all of the Council's Corporate Priorities.

5 Report Detail

- 5.1 The Constitution requires the Monitoring Officer to annually review the Constitution.
- 5.2 As in previous years, the Scrutiny Committee are requested to establish a Task and Finish Review Working Group, with all Members of the Council invited, to undertake a review of the Constitution.
- 5.3 The proposed dates and times of the Review of the Constitution Task and Finish Review Working Group are as follows:-
- 5.30pm on Monday 19 January 2026
 - 5.30pm on Monday 9 February 2026
 - 5.30pm on Tuesday 24 March (if required) prior to the conclusion of the Revenue and Benefits Task and Finish meeting at 6.30pm and Resources Scrutiny at 7pm.
- 5.4 Members, and Officers, will be requested to inform Monitoring Officer of any issues in the Constitution that they feel should be reviewed.

6 Implications

6.1 Financial

Nil

6.2 Legal

Nil

6.3 Human Resources

Nil

6.4 Risk Management

Nil

6.5 Equality and Diversity

Nil

6.6 Climate Change

Nil

7 Appendices

Nil

8 Previous Consideration

Nil

9 Background Papers

Nil

Contact Officer: Ian Curran

Telephone Number: 01785 619220

Ward Interest: Nil

Report Track: Resources 16 December 2025 and 24 March 2025;
Council 14 April 2026

Key Decision: N/A

Agenda Item 7(c)

Work Programme - Resources Scrutiny Committee

Committee:	Resources Scrutiny
Date of Meeting:	16 December 2025
Report of:	Head of Law and Governance
Portfolio:	Resources

1 Purpose of Report

- 1.1 The purpose of this report is to present the Resources Scrutiny Committee's Work Programme

2 Recommendation

- 2.1 That the report be noted.

3 Key Issues

- 3.1 The first stage in achieving a Member-led Overview and Scrutiny process is to develop a Work Programme for the Members of the Committee to own.
- 3.2 Accordingly, an up-to-date copy of the Resources Scrutiny Committee's Work Programme is provided for Members to consider or amend as appropriate.

4 Relationship to Corporate Priorities

- 4.1 This report is most closely associated with the following Corporate Business Objective 1:-

To deliver sustainable economic and housing growth to provide income and jobs.

5 Report Detail

- 5.1 Members will recall that one of the fundamental philosophies behind the creation of Overview and Scrutiny is that the process should be Member-led and the first stage in achieving this is to develop a Work Programme that is:-
- Owned by all Members of the Scrutiny Committee
 - Flexible to allow the Committee to react to urgent items
 - Contain aspects of both Overview and Scrutiny
- 5.2 Therefore, at each scheduled meeting of the Resources Scrutiny Committee, an up-to-date copy of the Work Programme will be provided for Members to consider or amend as appropriate.
- 5.3 The Work Programme includes provision for the Committee to scrutinise appropriate items delivered through the Council's Service Delivery Plan up to twelve months in advance, whilst maintaining the flexibility to respond to any issues that may arise.
- 5.4 Accordingly, attached at **APPENDIX** is the Resources Scrutiny Committee's current Work Programme to consider or amend as appropriate.

6 Implications

6.1 Financial

None

6.2 Legal

None

6.3 Human Resources

None

6.4 Risk Management

None

6.5 Equalities and Diversity

The Borough Council considers the effect of its actions on all sections and has addressed all of the following Equality Strands in the production of this report, as appropriate:-

Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

6.6 Health

None

6.7 Climate Change

None

7 Appendices

Appendix: Work Programme

8 Previous Consideration

None

9 Background Papers

File available in Law and Governance

Contact Officer: Jackie Allen

Telephone Number: 01785 619552

Ward Interest: Nil

Report Track: Resources Scrutiny Committee - 16 December 2025
(Only)

Key Decision: N/A

Appendix 1

Work Programme - Resources Scrutiny Committee

Monday 19 January 2026 at 6:30pm

Report Deadline

2 January 2026

Officer Reports:

General Fund Revenue Budget and Capital Programme

Deputy Chief Executive (Resources)

Fees and Charges Review

Deputy Chief Executive (Resources)

Work Programme 2025/26

Head of Law and Governance

Tuesday 25 March 2026 at 6:30pm

Report Deadline

9 March 2026

Officer Reports:

Q3 Performance Report

Head of Transformation and Assurance

Conclusion of Task and Finish Working Group

Revenues and Benefits Manager

Review of the Constitution

Head of Law and Governance

Work Programme 2025/26

Head of Law and Governance

**Joint Resources Scrutiny and Economic Development and
Planning Scrutiny Committee, Tuesday 31 March 2026 at 6.30pm**

Future Items:

Approval of Business Cases

Transformation - priority areas: system upgrades, finance changes

Synergy between CCDC and SBC (Shared Services)

Devolution - Impact on Shared Services

Local Government Reorganisation